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CODIB-D-76
1 February 1961

UNITED STATES INTELLIGENCE BOARD

COMMITTEE ON DOCUMENTATION

CODIB Emergency Planning

1. Attached for CODIB information and future action is a memorandum from the Vital Materials Officer of CIA's Office of Central Reference recommending reactivation of the CODIB Working Group on Emergency Planning to carry out a program as listed in paragraph 2. The status of this Working Group is a subject for discussion at the 2 February meeting (CODIB-A-27, para. 5).

2. Because of changes in assignment, several of the agencies need to designate new members. Assuming that the Working Group will be reactivated, please communicate these personnel changes to the Secretary so the records may be brought up to date.

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Secretary

Attachment

CODIB-D-76
1 February 1961

CENTRAL INTELLIGENCE AGENCY
OFFICE OF CENTRAL REFERENCE

17 January 1961

MEMORANDUM FOR: Assistant Director, Central Reference

SUBJECT: CODIB Emergency Planning

REFERENCES: a. CODIB-EP-A-1, 30 July 1959. Draft of Proposed
CODIB Action
b. CODIB-D-46/4, 26 January 1960, CODIB Outline
Emergency Plan
c. USIB-D-7.1/8, 21 March 1960
d. USIB-M-116, 13 September 1960, para. 17
e. USIB-M-125, 15 November 1960, para. 7

1. The passage of time has not reduced the need for a capability to provide documentary support under emergency conditions. Most of the coordinated effort to date has aimed at solving jurisdictional and policy problems. Only scattered steps have been taken to develop tangible assets for emergency use, and virtually no steps have been taken to assure that full community resources are used to meet priority problems.

2. Action is urgently required on the following:

- a. Establish departmental documentary collections at hardened relocation sites.
- b. Include at each site information on the documentary capabilities of other sites, including those of other departments and agencies.

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- c. Establish core collections of selected finished intelligence and place these at widely dispersed sites.
- d. Review capabilities for finding, using, reproducing, and transmitting information likely to be available in an emergency.
- e. Confirm the capability of each relocation site to receive, sort, disseminate, store, and retrieve documentary information received during an emergency.
- f. Obtain from each substantive committee of USIB an indication of anticipated requirements for documentary support in an emergency. (This would refine and supplement requirements already well known to document processors and reference personnel. Initial action on the other tasks should not be delayed while waiting for individual statements of need.)

RECOMMENDATION:

That CODIB be asked to re-activate its Working Group on Emergency Planning for the purpose of carrying out the above program.

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Vital Materials Officer

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